



Evaluation Assistant Personnel Specification

	Criteria	Essential Criteria	Desirable Criteria
Qualifications	<p>Relevant third level qualification (e.g.) research, information management or social science AND 2 years relevant experience</p> <p>OR 5 years relevant experience in the areas outlined above gained in a voluntary, community or public-sector organisation.</p>	<p>X Or X</p>	
Experience	<p>Demonstrated experience of...</p> <ol style="list-style-type: none"> 1. Project evaluation, particularly assessing the impact of interventions 2. Using computerised databases, particularly Microsoft Access and Excel, for monitoring and evaluation purposes, particularly in relation to the analysis and interrogation of data across a range of fields 3. Working in or with the community and voluntary sector 4. Development of data management tools 5. Supporting the generating, collating, analysing and reporting on qualitative and quantitative data and information accessible to a range of audiences e.g. funders, community groups 	<p>X X</p>	<p>X</p>
Knowledge and abilities	<ol style="list-style-type: none"> 1. Understanding of impact measurement and outcomes 2. Excellent verbal and written communication skills 3. Confidence in presenting to groups 4. Understanding of the community and voluntary sector 5. Ability to work within a small team 6. Excellent organisational skills, working under 	<p>X X X</p>	<p>X</p>

	pressure and to deadlines 7. Understanding of the social model of health, community development and health inequalities 8. Understanding of grant making in the community and voluntary sector	X	X X
Technical Skills	Microsoft Office suite including Word, Excel, Access and PowerPoint	X	
Other	Access to a form of transport that will allow the post holder to fulfil the travel requirements of the job	X	

Please note: Shortlisting Criteria

Shortlisting will be carried out on the basis of the essential criteria set out above, using the information given on the application form. Desirable criteria may also be applied, depending on the volume of applications received. You should therefore address all requirements when completing the application form, as failure to do so may result in you not being shortlisted.